

Division of Purchases' Competitive Award Authorization Form

INSTRUCTIONS/GUIDELINES

Form Instructions: This form must accompany contracts being proposed for approval that are the direct result of a competitive RFP or a subsequent renewal that was anticipated in the RFP. If the renewals allowable under the original RFP have been exhausted, another competitive RFP must be conducted.

Program Administrator:	(Program/Staff who directly oversees services/contract)	Office/Division/Program:	
Phone:	(Program/Staff's telephone #)		
Agreement Amount:	(Make sure \$ matches proposal \$)	CT Number:	
		DHHS Agreement Number:	
Start Date:		End Date:	
Selected Bidder's Business Name and Address:	(Vendor's mailing address)		
VC Number:			
Type of Service:			

1. RFP Number Assigned by Purchases:

#: (Enter RFP# and check appropriate box) ☐ Initial contract ☐ First renewal ☐ Second renewal ☐ Third renewal
If this is a first, second, or third renewal after an RFP, you need not complete sections 2, 3, and 4. Simply enter the original RFP number, check the appropriate box, sign and date the form, and send it with the contract.
(If you did a Request For Quotes (RFQ), do not enter a number as one was not assigned by Purchases. Instead, state "RFQ – documents attached" and include the Description of Services sent to the vendors.)

2. Identify Bidders:

(Identify **ALL** bidders – awarded and non-awarded. If you have broken your RFP down into regions/districts/etc., you should only identify those bidders for that particular area/region which this agreement covers.)
(If you did a RFQ, list all vendors who were sent the Description of Services **AND** list all who responded.)

3. Review and Scoring Process:

- a. A consensus approach is encouraged, but not required.
- b. Describe the process that was followed in reviewing and scoring the proposals.
- c. Attach the scoring summary, including the calculation of points for the Cost criterion.
- d. Retain copies of the score sheet(s).

(The scoring process is outlined in the actual RFP so in most cases you can state for this section "The consensus approach was used in scoring the proposals and the review team followed the process as stated in the RFP". If the scoring summary has already been sent to Purchases as part of the package required for their review to validate an award, you can state "Scoring summary on file with Purchases". If the information was not sent to Purchases, be sure to include it!)

4. Award Notification Letters: ☐ Attached
Award notification letters must state that the award is conditional, pending SPRC Approval and negotiation of a mutually agreeable contract. The letters must also include a notification of all bidders' right to appeal the decision. See template on the DHHS, Division of Contract Management's website (Ex. 7).

(If the Award Notification Letters were sent to Purchases with the other documents for award validation, state "Award Notification Letters on file with Purchases". If they were not sent for some reason, include them with this agreement! All Award Notification Letters, to awarded and non-awarded bidders, must be sent)
(If you did a RFQ, attach **all** quotes/responses received in response to your RFQ. Also, include documentation showing how the RFQ was sent and who received it as Purchases requires this information for their files.)

Approved by RFP Manager:	
Date:	